

**15 March 1999**

**Services**



**FOOD SERVICE-TROOP FEEDING FOR  
UNITED STATES AIR FORCE RESERVE  
(USAFR) ENLISTED MEMBERS  
(CONTRACTUAL FEEDING)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AFRC/SVPB (Mr Ralph Lake)  
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This instruction implements AFPD 34-2, *Air Force Community Service Programs*. It provides guidance and procedures for troop feeding of USAFR enlisted members during periods of authorized training at locations where government-operated dining facilities are not available or operating.

**SUMMARY OF REVISIONS**

This revision implements the realignment of Services publication from AFPD 34-4, Food Service, to AFPD 34-2, *Air Force Community Service Programs*. It clarifies procedures in obtaining nonappropriated fund or commercial/contract dining for troop feeding. It requires the installation to obtain a troop feeding IMPAC and appoint a cardholder. It also changes the requirement from a sole source contract to a Memorandum of Understanding.

**1. Terms:**

- 1.1. Contractual Feeding. A method of providing meals to authorized personnel by a government agreement.
- 1.2. Government-operated Dining Facilities. Any Department of Defense appropriated fund dining facility established and operated primarily to subsist enlisted members of the active or reserve military forces.
- 1.3. Nonappropriated Fund Dining Facility (NDF). Nonappropriated fund club or restaurant located on the installation.
- 1.4. Performance Work Statement (PWS).
- 1.5. Memorandum of Understanding (MOU).

1.6. Blanket Purchase Agreement (BPA).

1.7. International Merchant Purchase Authorization Card (IMPAC)

## 2. References :

2.1. AFI 34-239, *Food Service Management Program*. Air Force instruction that provides guidance for the implementation of the food service program.

2.2. AFMAN 34-240, *Food Service Program Management*. Air Force Manual implementing Air Force Instruction 34-239, *Food Service Management Program*.

**3. Authority to Subsist at Government Expense .** During periods of inactive duty training, enlisted members are authorized to subsist at government expense as outlined in *AFI 34-239, attachment 13*. Enlisted members may be subject to collection procedures for the cost of any unauthorized meals consumed if they fail to complete a minimum of 8 hours of training through no fault of the government.

**4. Procedures .** When available within the geographic area of the training site, use government-operated dining facilities. If government-operated facilities are not available and establishment of facilities is not feasible, the commander can request authority from HQ AFRC/SVP to use contractual feeding. (NOTE: Sample PWS provided at [Attachment 1](#) will be followed. The PWS refers to NDF contract feeding. If it is determined that contractual feeding from an off-base vendor is more beneficial to the government, the PWS must be modified for that use. Requirements remain as specified.)

### 4.1. Unauthorized Uses:

4.1.1. Do not use appropriated fund contractual troop feeding or subsistence from the contracted feeding facility for, or in conjunction with, social activities, picnics, or unit functions.

4.1.2. Contractual troop feeding is not authorized when the appropriated dining facility is operational.

**5. Preplanning for Contractual Troop Feeding :** When determination is made that contractual feeding is the most feasible option, the commander or authorized representative:

5.1. Sends a written request through channels to HQ AFRC/SVP 60 days before implementation for authority to use contractual feeding. Prepares the request in a detailed narrative form to include:

5.1.1. Unit designation.

5.1.2. Location of unit.

5.1.3. Estimated number of meals required per month, broken out by each meal.

5.1.4. Distance to nearest government dining facility capable of supporting the unit.

5.1.5. Estimated total cost of this method of troop feeding and duration of period.

5.1.6. Estimated date this method of feeding will be implemented if authority is granted.

5.1.7. A general statement of why this method of feeding is considered more feasible or economical than other methods, giving consideration to future requirements.

5.1.8. Any additional information to assist this headquarters in making determination.

5.2. After considering cost and time factors, indicate the best option for contractual troop feeding and forward the request with attached MOU to HQ AFRC/SVP for approval.

5.3. Although a ration cost of \$21 per individual, per day, has been established as a ceiling for feeding troops, the commander must obtain the lowest cost consistent with acceptable standards. If the cost proposed exceeds \$21, the commander must justify, in detail, the excessive cost in the final request for approval.

**6. Performance Work Statement .** Develop the PWS according to [Attachment 1](#) and include the following information:

6.1. General: Identify agencies involved, reason and purpose of agreement, renegotiating rights, and additional information agreed upon by agencies involved.

6.2. SECTION I: Definitions and References: For the purpose of this section, include all pertinent abbreviations and definitions which will apply to this agreement.

6.3. SECTION II: Installation Responsibilities:

6.4. SECTION III: Contractor Responsibilities:

6.5. SECTION IV: Serving Hours and Meal Prices:

6.6. SECTION V: Certifications and Invoicing:

6.7. SECTION VI: Other Agreements: (NDF contract only; not for commercial vendor PWS)

6.8. SECTION VII: Minimum Food Requirements:

**NOTE:**

If the recommended source for troop feeding is a NDF, the commander must initiate a MOU with that activity. The MOU must accompany the request for contractual troop feeding and proposed PWS when sent to HQ AFRC/SVP for approval. If the monthly contract exceeds \$2500 a BPA must be established with the NDF to pay with the IMPAC.

**7. Duties/Responsibilities :**

7.1. The Commander:

7.1.1. Establishes written local controls to identify personnel authorized to subsist at government expense.

7.1.2. Appoints a contact (POC) to submit unit training assembly (UTA) troop feeding requirements. This individual may not be assigned in any capacity to the base Services or Prime RIBS organization. Troop feeding requirements must be submitted in writing, broken out by date and meal type.

7.1.3. Details a headcounter to identify and obtain signatures on AF Form 1339, Dining Hall Signature Record, of all personnel authorized to subsist at government expense and eat in the NAF facility. Obtain signatures before meals are served. If available, use Meals Accountability Personnel System (MAPS). *Note:* Only enlisted personnel are authorized to subsist at government expense; officers and civilians must pay the contracted meal price.

7.2. The headcounter:

7.2.1. Ensures new sheets of AF Form 1339 are used for each meal and the forms are properly annotated to include the date served and price of the meal. Control of AF Form 1339 must be accomplished according to AFMAN 34-240, Chapter 3.

7.2.2. Enters in the appropriate block the total number of meals served and signs the AF Form 1339, as required, after each meal period is completed. (Require the manager or a representative to sign this form also to indicate agreement that the number of meals served is a true count.)

7.2.3. Draws a line after the last name on the form to indicate the last entry, gives the original to the NDF and forwards a copy to the base Services Chief or the designated representative.

7.3. The NDF:

7.3.1. Completes a Special Function Contract and forwards with backup documentation (copies of AF Forms 1339 and troop feeding requirements) to the base Director of Financial Management (FM) who will verify documentation.

7.3.2. Sends a copy of the Special Function Contract to HQ AFRC/SVF who will use this document to establish an accounts receivable.

7.3.3. Sends a memorandum to HQ AFRC/SVP which provides:

7.3.3.1. Number of enlisted personnel assigned.

7.3.3.2. Letter identifying/requesting specific meal requirements.

7.3.3.3. Date meals were served, number of meals served by type (breakfast, lunch, and dinner), and cost.

**EXAMPLE:** 7 Nov 98—Breakfast—50 x \$4.50 = \$225.00; Lunch—100 x \$7.00=\$700.00; Dinner—100 x \$8.00=\$800.00. Total: \$1725.00. **NOTE:** If the 95 percent guarantee is applied, it must be identified and submitted separately. The same requirement applies if additional serving hours are requested and charged.

7.3.4. The NDF processes the payment from the IMPAC via the bankcard terminal, completes the consolidated cost center report (CCCR) and forwards to HQ AFRC/SVF.

7.4. The installation FM: Certifies and forwards special function contract to the IMPAC account holder for payment. If the bill exceeds \$2500 a Blanket Purchase Agreement (BPA) must be established by contracting to use the IMPAC.

7.5. IMPAC holder: Settles the account at the NDF within 20 days of request and sends a copy of settlement to the installation FM.

JAMES E. SHERRARD III, Maj Gen, USAF  
Commander

## Attachment 1

**PERFORMANCE WORK STATEMENT**

**GENERAL:** This Performance Work Statement (PWS) provides for the feeding of enlisted personnel assigned to the (base/unit) during active or inactive duty for training. To include annual tours (AT), unit training assemblies (UTAs), additional flying training periods (AFTPs), and special tours, when they do not receive Basic Allowance for Subsistence (BAS) for their tour of duty. **Only enlisted personnel authorized to subsist at government expense as outlined in AFI 34-239, Attachment 13, will utilize this service. Contractual troop feeding is not authorized during periods when the appropriated fund dining facility is operational.** The (installation commander) and the (name of facility) hereby agree to the terms and conditions set forth in this agreement. Both parties reserve the right to terminate or re-negotiate this agreement upon 60 days' written notice. This agreement is for the period of (date) through (date).

**Section I:** Definition and References: For the purpose of this agreement, the following definition, and references apply:

- a. Box lunch refers to the in-flight meals or lunches provided to authorized individuals whose work does not permit eating at the NDF during regular feeding times stipulated in this agreement. AF Form 2039, Ground Support Meal Request, will be used to obtain box lunches for consumption away from the contracted food facility.
- b. Armed Forces Recipe Service.
- c. Air Force World Wide Menu.
- d. AFI 34-239, Food Service Management Program.
- e. AFMAN 34-240, Food Service Program Management.
- f. AFI 40-104, Nutritional Education.
- g. AFI 48-116, Food Safety Program.
- h. AFI 48-117, Public Facility Sanitation.
- i. AFRCI 34-239, Food Service - Troop Feeding for United States Air Force Reserve Enlisted Members (Contractual Feeding).
- j. A Guide to Excellence (Food Service Managers Handbook).

**Section II:** Installation Responsibilities:

- a. A tentative UTA schedule will be provided for the upcoming fiscal year. Any schedule changes will be provided to the NDF as soon as they become known.
- b. Provide the NDF an estimate of the number of personnel who will be eating each meal during the training period. This figure will be provided by noon Thursday of the week preceding the UTA or off-UTA.
- c. Will be responsible for payment up to 95 percent of the estimate, regardless of the number actually fed. Requirements for UTA troop feeding will be submitted for individual periods, (breakfast, lunch, and dinner). UTA meal requirements must be submitted in writing for each UTA. The requester may not be assigned in any capacity to the base Services organization or Prime RIBS unit at that location. The NDF will substitute meals at its discretion if the actual amount fed is

over 110 percent of the estimate. To prevent payment for meals not consumed commanders must identify accurate requirements to the NDF.

- d. Will provide the NDF the number of box lunches or in-flight meals necessary 72 hours prior to the required date. The requester will prepare an AF Form 2039, **Ground Support Meal Request**, indicating the name, grade, and social security number of each person who desires a meal and is authorized to eat at government expense. The completed form will be presented to the NDF when the box lunches are received. Personnel other than SIK will pay the NDF the current price for box lunches requested. Increases are authorized up to four (4) hours prior to pickup, due to weather or mission changes. In-flight meals must be ordered as soon as a requirement is known.

### **Section III: Contractor Responsibilities:**

- a. The NDF will provide all dishes, flatware, cups, saucers, bowls, glasses, napkins and such other implements and/or supplies as may be required for feeding. In the event of a dishwashing machine, hot water heater, or electrical failure during a feeding period, the entire meal may be served utilizing disposable plates, glasses, and utensils.
- b. The NDF will ensure that all authorized personnel are expeditiously and properly fed.
- c. The NDF will display a sign visible to all at the sign-in station "Enlisted Personnel in UTA status are authorized to subsist at Government expense. Enlisted personnel receiving BAS or in a per diem status and officers will pay the cashier for their meals."
- d. UTA meals will normally be served buffet style; however, other methods may be used by the NDF if deemed appropriate for the occasion. During feeding on off-UTAs and UTA make-ups, the NDF may allow enlisted personnel to select meals from the regular menu not to exceed the price of selected meal established within this PWS. Member will pay the difference if cost exceeds price set forth in the PWS. If the meal selected is below the contracted meal price, the NDF will charge the actual meal price, not the contracted meal rate. The NDF will ensure a nutritional meal is always available on the menu at prices stipulated in this agreement.
- e. The NDF will ensure all meal preparation and services will be accomplished with a high degree of sanitation as prescribed in AFI 48-116.
- f. The NDF will ensure the nutrition and portion requirements as prescribed in AFI 40-104 and this contract are met.

### **Section IV: Serving Hours and Meal Pricing:**

- a. The following are examples of feeding times and prices established for each meal:

	Saturday	Sunday	Meal Prices
Breakfast	0630-0730	0530-0630	\$5.00
Lunch	1100-1300	1030-1230	\$8.00
Dinner	1700-1800		\$8.00
Box Lunch	as required		\$5.50

- b. If the base requires additional serving times the NDF will be reimbursed for the additional labor costs incurred. Expansion of feeding hours will be approved in advance, and the NDF will be reimbursed for

additional manpower costs. Labor costs must be documented and justification provided when the bill is submitted to the installation. Note: The prices to the government shall be as low or lower than those charged the supplier's most favored customer for like meals.

c. If the number of Sunday dinner meals served are not sufficient to effectively operate the NDF, then box meals will be offered to all authorized individuals.

**Section V: Certification and Invoicing:**

- a. The commander will provide a mess checker (head counter) to ensure all enlisted personnel fed under this agreement are properly identified and sign AF Form 1339.
- b. Immediately after the meal hours, the mess checker will draw a diagonal line to close out the AF Form 1339, both front and back, and sign in the cashier's block.
- c. The NDF will submit the request for payment, to include the written request for meals, AF Form 1339 and 2039, invoice (special function contract) and cover letter to the Chief of Services for certification. The Services Chief will forward the package to the installation FM and provide an information copy to HQ AFRC/SVP.
- d. The cover letter will contain, as a minimum, the following information: A description of the service, date service rendered, number and type of meals served broken out by breakfast, lunch, or dinner, cost of the meal, and the total cost. If the 95 percent guarantee is instituted (Section II, paragraph c), the NDF will submit the request on a separate billing.

**Section VI: Other Agreements: N/A**

**Section VII: Minimum Food Requirements:**

- a. BREAKFAST will be in accordance with Air Force Worldwide Menu.
- b. LUNCH will be in accordance with the Air Force Worldwide Menu.
- c. DINNER will be in accordance with the Air Force Worldwide Menu.
- d. IN-FLIGHT OR BOX LUNCHESES will be in accordance with the Air Force Worldwide Menu. The NDF will provide all boxes and napkin/dinner packets needed for the box lunches. These items are to be included in the cost of the box lunches; the installation is not to be charged separately for containers and condiment packages.
- e. RESTRICTED ITEMS: The Air Force does not subsidize or purchase alcoholic beverages during contract meals.